

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**SOCIAL WORK SPECIALIST**

**JOB DESCRIPTION**

Employees in this job complete and oversee a variety of professional assignments to provide technical social work assistance to departmental staff, staff of health care facilities, and other agencies.

There are four classifications in this job.

**Position Code Title – Social Work Specialist-E**

Social Work Specialist 9

This is the trainee level. The employee carries out a range of professional social work specialist assignments while learning the methods of the work.

Social Work Specialist 10

This is the intermediate level. The employee performs an expanding range of professional social work specialist assignments in a developing capacity.

Social Work Specialist P11

This is the experienced level. The employee performs a full range of professional social work specialist assignments in a full-functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – Social Work Specialist-A**

Social Work Specialist 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments, which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

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**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Uses appropriate interview and closing techniques to gather pertinent information to prepare reports and/or referrals for service, or evaluations of services being supplied.

Advises service staff on better ways of preparing and maintaining social case histories, case summaries and case records and correspondence.

Reviews the work of service workers, providing interpretation of problems of behavior in the case and recommending alternatives to provide solutions to the case, as required.

Represents the department at meetings with other agencies, as required.

Provides professional advisory social work information and guidance to services staff in county offices, and other agency officials concerning client cases, training and staff development needs, and program planning and development.

Participates with services staff and clients in the assessment evaluation to determine problems and service priorities, and establish and implement appropriate treatment plans based on the assessment.

Supplies technical support to service staff in the provision of screening, initial diagnosis activities and making appropriate referrals in the various service programs, and provides direct service in the most complex cases as required.

Advises services staff, agency officials and others concerning the identification and resolution of community problems involved in the various services programs.

Carries out special projects, investigations and studies, as assigned.

Promotes good working relationships with community agencies and services staff.

Reviews cases to determine medical eligibility for specific programs based on federal and state regulations and policies.

Works with other agencies in assigned area to ensure availability and provision of supportive services for clients (e.g., vocational rehabilitation, medical, mental health, education).

Provides expert testimony in litigation, formal, and informal hearings.

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Provides technical social work support in inter- and intra-departmental projects and task forces.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

### **Additional Job Duties**

#### **Social Work Specialist 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### **Social Work Specialist 12 (Senior Worker)**

Performs on a regular basis professional social work specialist assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles, practices, and techniques of social casework, group work, or community organization.

Knowledge of state and welfare laws and programs.

Knowledge of social welfare practices and trends.

Knowledge of social work terminology.

Knowledge of the principles and philosophies underlying welfare administration and legislation.

Knowledge of human behavior and development.

Knowledge of the basic principles of analyzing the physical, psychological, and social factors contributing to maladjustment.

Knowledge of casework methods and problems involved in the adoption and placement of children or the placement of adults.

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Knowledge of the literature and sources of information in the field.

Knowledge of the scope and activities of public and private health and welfare agencies.

Knowledge of juvenile and probate court procedures.

Knowledge of departmental policies and practices related to social work programs.

Knowledge of public assistance programs.

Ability to provide professional consultation about client cases, training and staff development, and program planning and development.

Ability to analyze data and to reach sound conclusions.

Ability to apply rehabilitation principles and concepts to social work.

Ability to place and supervise child placements.

Ability to interpret laws, regulations, and policies to court and community organizations interest in child welfare.

Ability to prioritize assignments and to organize workload.

Ability to investigate and handle serious abuse and neglect situations in a timely manner to assure the protection and safeguarding of clients.

Ability to interpret psychiatric, psychological and other data.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

**Additional Knowledge, Skills, and Abilities**

**Social Work Specialist 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

**Working Conditions**

Employees are required to travel.

**Physical Requirements**

None.

**Education**

Possession of a master's degree in social work.

**Experience**

**Social Work Specialist 9**

No specific amount or type is required.

**Social Work Specialist 10**

One year of experience providing professional social work services equivalent to a Social Work Specialist or Welfare Services Specialist in state service.

**Social Work Specialist P11**

Two years of experience providing professional social work services equivalent to a Social Work Specialist or Welfare Services Specialist in state service, including one year equivalent to an intermediate level Social Work Specialist or Welfare Services Specialist.

**Social Work Specialist 12**

Three years of experience providing professional social work services equivalent to a Social Work Specialist or Welfare Services Specialist in state service, including one year equivalent to a Social Work Specialist P11 or Welfare Services Specialist P11.

**OR**

One year of experience providing professional child welfare consultative services equivalent to a Child Welfare Consultant P11 in state service.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
SOCIALWKR	Social Work Specialist

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Social Work Specialist-E	SOCWKRE	W22-015
Social Work Specialist-A	SOCWKRA	W22-043

ECP Group Two  
8/20/2000  
HET/VLWT